

*Helena Civic Center Board
PO Box 272
Helena, MT 59624
febfest@helenaciviccenterboard.org*

The Helena Civic Center Board invites you to join us for:

FEB FEST
(Chocolate and Valentine Fair)
Saturday, February 6, 2016

VENDOR INFORMATION

One of Helena's most popular events welcomes vendors who sell chocolate, candy, dessert delicacies, Valentine gifts, arts and crafts. This fundraiser sponsored by the Helena Civic Center Board is for Civic Center improvements.

CHOCOLATE/CANDY/DESSERT

Chocolate, candy, dessert delicacies or other food may be sold in bite, regular, or whole size portions. If you plan to serve or sell food, you **MUST** contact the City-County Health Department food inspectors (406-443-2584) at least two weeks prior to FEB FEST for a free short term permit or license. Also, the City-County Health Department requires food handlers to use a utensil or wear disposable gloves.

VALENTINE GIFTS

The gifts should be appropriate for Valentine's Day or, as much as possible, carry a Valentine theme.

ARTS AND CRAFTS

Arts and crafts are welcome.

ARTWEAR FASHION SHOW

An Artwear Fashion Show will be held twice during the day. Information and a separate **ARTWEAR FASHION SHOW ENTRY FORM** are available in Helena at the Civic Center office or at www.helenaciviccenterboard.org.

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REGISTRATION PROCESS

Rates are \$70.00 per 10' wide x 8' deep space. No commission is charged. **Sales will be open to the public from 9:00 a.m. to 4:00 p.m.** We offer, at no charge with advance notice, a **Friday evening set up from 3:30 p.m. to 7:00 p.m.** otherwise the set-up will begin Saturday morning at **7:00 a.m.** Displays are to be kept in place until the 4:00 p.m. close. Rental fees must accompany registration. Limit: two spaces per person or group. An 8' x 2½' table, electricity and 2 chairs are available to you at no charge, if needed. You are responsible for your merchandise and display equipment. The Civic Center Board is not responsible for loss, theft, or breakage.

We encourage you to return your application promptly, but not prior to December 1, 2015, as spaces are limited. To have a balanced FEB FEST, we reserve the right to limit the number of vendors with the same kind of merchandise.

Spaces will be designated by number; failure to comply with your assigned space is grounds for removal. The Chairperson of FEB FEST is backed by the Civic Center Board and has full authority over the event in any cases of noncompliance. The Chairperson's decision is final. *Fire/safety rules require proper aisles be maintained at all times. Merchandise will not be allowed next to, or on balcony railings.*

We will confirm your registration in early January. If space is no longer available when we receive your registration, we will place your name on the waiting list. **In case of cancellation, we will make refunds if we are notified by not later than Friday, January 29, 2016.**

There will be a \$2.00 admission charge at the door with all proceeds going to the Civic Center Improvement Fund. Your registration includes two free admissions for workers at your booth; others must pay \$2.00.

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REGISTRATION FORM

FEB FEST
Saturday, February 6, 2016

Mail completed registration form and fee on or after December 1, 2015 to:

CIVIC CENTER BOARD – FEB FEST
P. O. BOX 272
HELENA MT 59624

For additional information email us at **febfest@helenaciviccenterboard.org**

Name: _____ Phone: _____

Business Name: _____

Email: _____

Address: _____

City/State/Zip: _____

Make, model, license number of the vehicle you will be driving:

No. of spaces at \$70: _____ (limit of 2) No. of table(s): _____ (1 per space)

Chairs _____ (2 per space) Electrical outlet YES NO

Friday Set Up (3:30-7:00 PM) Saturday Set Up (7:00 am)

Total Amount Enclosed: _____ (\$70 per space – limit 2)

Special requests **for disability** accommodations:

Describe food, Valentine gifts or items being sold:

Completion and submission of this Registration Form constitutes full understanding and agreement to comply with the rules and regulations set forth for this event.

SIGNATURE _____ DATE _____